

Writing a bibliography

A bibliography lets your teacher know where you have found the information you're using in your research project. It proves you are not plagiarising, or copying someone else's work. At Riccarton High School we use the **APA** method.

It is important that you understand how to cite sources / write a bibliography 'the old fashioned way'. Knowing the rules and guidelines is an important part of writing a paper and research project, and compiling a bibliography.

In senior school and for NCEA, projects handed in without a bibliography can be failed, even if the work is of an excellence standard!

Follow the instructions below, or use a bibliography maker like www.refme.com.

1. How to cite a book in a bibliography using APA

The most basic entry for a book consists of the author's name, year of publication, title of the book, publisher city and publisher name.

Last Name, F. (Year Published). Book title. Publisher City: Publisher Name.
Brown, D. (2004). *The Da Vinci code*. New York: Scholastic.

The author's name should be reversed, with the last name coming first, followed by a comma. First names and any middle names are given as initials, each followed by a full stop.

For a book written by two or more authors, separate them by a comma, and use an ampersand (&) before the last author's name.

Smith, J., & Doe, J. (2008) *The Sample book*. Pittsburgh: BibMe.

2. How to cite a newspaper in a bibliography using APA

The most basic entry for a newspaper consists of the author names(s), publication date, article title, newspaper name, and page numbers.

Last Name, F. (Publication Date). Article Title. Newspaper name, Page Numbers.
Smith, J. (2009, February 2). Steelers win Super Bowl XLIII. *Pittsburgh Post-Gazette*, pp.A4-A6.

The author's name should be reversed, with the last name coming first, followed by a comma. First names and any middle names are given as initials, each followed by a full stop.

For an article written by two or more authors, separate them by comma, and use an ampersand (&) before the last author's name.

Smith, J., & Doe, J. (2009, February 2). Steelers win Super Bowl XLIII. *Pittsburgh Post-Gazette*, pp.A4-A6.

3. How to cite a magazine in a bibliography using APA

The most basic entry for a magazine consists of the author name(s), publication date, article title, magazine name, volume number, and page numbers.

Last Name, F. (Publication Date). Article Title. Magazine name, Volume Number, Page Numbers.

Smith, J. (2009, January 21). Obama inaugurated as President. *Time*, 171, 21-23.

The author's name should be reversed, with the last name coming first, followed by a comma. First names and any middle names are given as initials, each followed by a full stop.

For an article written by two or more authors, separate them by comma, and use an ampersand (&) before the last author's name.

Smith, J., & Doe, J. (2009, January 21). Obama inaugurated as President. *Time*, 171, 21-23.

4. How to cite a website in a bibliography using APA

The most basic entry for a website consists of the author name(s), page title, website title, date accessed, and the web address.

Last Name, F. "Page title." Website Title. Retrieved Date Accessed, from Web Address

Smith, J. (2009, January 21). Obama inaugurated as President. *CNN.com*. Retrieved February 1, 2009, from http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html

After the author names are listed, include in parentheses the publication date. List the year first, followed by a comma, and then the month and day. Place a full stop outside of the parentheses. In some cases, a specific date might not be available, and the date published may only be specific to a month or even year. Provide whatever date information is available.

Smith, J. (2009, January). Obama inaugurated as President. *CNN.com*. Retrieved February 1, 2009, from http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html

If there is no publication date available, substitute the abbreviation “n.d.” (no date) instead.

Smith, J. (n.d.). Obama inaugurated as President. *CNN.com*. Retrieved February 1, 2009, from http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html

Include the full page title, which is followed by a full stop. Within the title, only capitalize the first letter of the first word or any proper nouns. Afterwards, cite the name of the website (which is italicized), followed by a full stop.

Conclude your citation by including the word “Retrieved”, followed by the date on which you accessed the website (written in the format of “month day, year”). Follow the date with a comma, the word “from”, and the web address of the website.

5. How to cite a YouTube video

The author’s name is reversed. If an organization is the author, use that in place of an author name. If no author, begin the citation with the date. Date is the exact date of the posting.

Last Name, First. (Date). Page Title [Video file]. Retrieved from Web Address.

Smith, R. (2005, May 10). Look at me dancing in the rain [Video file]. Retrieved from <http://www.youtube.com/add> the rest of the URL for the clip.

6. How to cite a Person in a bibliography using APA

Mr Elvis Presley. Personal interview.

7. How to cite an Encyclopaedia in a bibliography using APA

Bergman, P .G. (1993). Whales, In *The New encyclopedia Britannica* (Vol. 26, pp.501-508). Chicago: Encyclopedia Britannica.

Extras:

BibMe

www.bibme.org is an online bibliography maker. You can enter the information manually or online and BibMe will generate the reference for you.

RefME

www.refme.com is an online bibliography maker. You can enter the information manually or online and refME will generate the reference and the citation. There is an app you can use. You can also scan the ISBN of the book and RefME will generate the reference and citation.

Using Word

Click on **References** Tab at top – check **Style** is APA 6th Edition – click on **Manage Sources – New** – select **Type** of resource (book, website, article etc) by scrolling through the drop down list. Fill in the **Fields** information required (author, title etc). As you put the cursor in each box, an example appears below for you to follow. Click **OK**. Repeat for each source.

When you choose **Insert Bibliography** it will pop them all onto your document wherever you've placed the cursor - in correct order. It also shows you how to cite the resource for quotes, footnotes etc (although you need to add the page no.).

Ask your teacher or one of the School Librarians, if you would like help with this. Or email us at library@riccarton.school.nz